

1 Complete the Business Account application form

2 What you need to bring

	Private Limited	Partnership / Limited Partnership	Limited Liability Partnership	Sole Proprietor	Society / Club / Association
OCBC Business Account application form	✓	✓	✓	✓	✓
Minimum deposit in cash or cheque	✓	✓	✓	✓	✓
Certified true copies of NRIC/Passport of all Authorised Signatories/Directors/Partners/Office Bearers/Ultimate Beneficial Owners/Velocity@ocbc Authorisers (Person certifying cannot certify his/her own NRIC/Passport)	✓	✓	✓	✓	✓
Photocopied identification documents must be certified true by	 Any 1 Director (For Constitution of the Company, any Director or Company Secretary)	 Any 2 Partners (For Partnership only)	 Any 2 Partners	 Business Owner	 Any 2 Office Bearers
* Only applicable for local incorporated company. Requirement may differ for foreign incorporated company.					
Certified true copies of residential address proof e.g. NRIC, Telco bill, Bank statement of all Authorised Signatories/Directors/Partners/Office Bearers/Velocity@ocbc Authorisers (Bill dated within last 3 months from date of application) (Person certifying cannot certify his/her own residential address proof)	✓	✓	✓	✓	✓
Certified true copy of Constitution of the Company	✓				
Certified true copy of By-Laws of Society/ Association/Club					✓
Certified true copy of Minutes of Meeting of Management Committee (Signed by 2 office bearers of different functions)					✓ #
Board Resolution (bank's standard/ company's) signed by any 2 Directors or Director & Company Secretary	✓		✓ ^		

3 Who needs to be present

The following signatories must be present with their NRIC/Passports at OCBC Bank branch at point of account opening.

 Any 2 Directors (unless otherwise specified in Board Resolution)	 All Partners (For Partnership only)	 Any 2 Partners	 Business Owner	 Any 2 Office Bearers
	 All General Partners (For Limited Partnership only)			

^ LLP to also submit their LLP Partnership Agreement, if available.

To include authorisation to open and close accounts with the Bank and appointment of authorised signatories.

